

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**STENOGRAPHIC REPORTER  
CLASSIFICATION SERIES**

**I. DEFINITIONS**

**STENOGRAPHIC REPORTER 1**

This is entry level work of moderate difficulty recording verbatim proceedings of conferences and/or hearings. Positions allocated to this class record subject matter involving terminology used in specialized fields at a rapid rate over sustained periods of time. Work is performed under general supervision.

Examples of Work Performed:

- Attends formal or informal hearings, conferences or meetings; records the proceedings verbatim, either manually with a stenographic machine, or a stenographic mask; transcribes notes; and edits and assembles transcripts and records.
- Records testimonies and arguments in varied and specialized fields requiring an understanding of the technical terminology, abbreviations, methods and reasoning peculiar to each; for example, may record the testimony of such diverse witnesses as economists, chemists, doctors, biologists, geologists, accountants and engineers, as well as the special terminology of various industries and/or the legal profession.
- May schedule hearings.
- Transcribes notes, in some cases after a considerable period of time has elapsed, by either typing or dictation.
- Operates an automatic or semi-automatic typewriter in transcribing notes.
- Edits for typographical and textual errors, and assembles completed transcripts and records.
- Keeps necessary records and makes reports.

**STENOGRAPHIC REPORTER 2**

This is full performance level work of considerable difficulty recording verbatim proceedings of conferences and/or hearings. Positions allocated to this class record subject matter involving terminology used in specialized fields at a rapid rate over sustained periods of time. Work is performed under general supervision.

Examples of Work Performed:

- Attends formal or informal hearings, conferences or meetings; records the proceedings verbatim, either manually with a stenographic machine, or a stenographic mask; transcribes notes; and edits and assembles transcripts and records.
- Records testimonies and arguments in varied and specialized fields requiring an understanding of the technical terminology, abbreviations, methods and reasoning peculiar to each; for example, may record the testimony of such diverse witnesses as economists, chemists, doctors, biologists, geologists, accountants and engineers, as well as the special terminology of various industries and/or the legal profession.

- May schedule hearings.
- Transcribes notes, in some cases after a considerable period of time has elapsed, by either typing or dictation.
- Operates an automatic or semi-automatic typewriter in transcribing notes.
- Edits for typographical and textual errors, and assembles completed transcripts and records.
- Keeps necessary records and makes reports.

## II. CLASSIFICATION FACTORS

Individual position allocations in this classification will be based on the four following classification factors:

- 1) Accountability
- 2) Know-how
- 3) Problem Solving, and
- 4) Working Conditions, which include:
  - a. The diversity, complexity and scope of the assigned program, project, staff responsibilities or activities;
  - b. The level of responsibility as it relates to type and level of supervision received, status within the organization, and degree to which program responsibility and accountability are delegated and/or assigned;
  - c. The degree to which program guidelines, procedures, regulations, precedents, and legal interpretations exist and the degree to which they must be applied and/or incorporated into the program and/or activities being carried out by the position;
  - d. The potential impact of policy and/or program decisions on state and non-state agencies, organizations and individuals;
  - e. The nature and level of internal and external coordination and communication required to accomplish objectives;
  - f. The difficulty, frequency and sensitivity of decisions which are required to accomplish objectives and the level of independence for making such decisions.

### Definitions of Terms Used in this Classification Specification

Terms that are used in conjunction with the above classification factors within the classification are:

**Entry Level:** The beginning level in a classification series that is used as a training level, with reclassification to the developmental or full performance level to follow.

**Moderate Difficulty:** Means that the employee is confronted with a variety of breadth of duties susceptible to different methods of solution which in turn places a correspondingly higher demand on resourcefulness. Supervisors of employees engaged in routine assignments, journey level personnel and paraprofessional employees usually perform work of moderate difficulty.

General Supervision: The employee usually receives general instructions with respect to the details of most assignments but is generally free to develop own work sequences within established procedures, methods and policies. The employee may be physically removed from the supervisor and subject to only systematic supervisory checks.

## **II. QUALIFICATIONS**

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

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